

Type 1 Technical Report template 2024

IMPACT PLATFORMS (not using Modules¹)

Overview

This Type 1 Technical Report template has been developed in alignment with the SIMEC-endorsed [CGIAR Technical Reporting Arrangement](#) (TRA) which describes the content, timing, format, standards and scope of Technical Reporting.

As this is the final year for this Portfolio, the aim has been to simplify Technical Reporting for 2024 as much as possible while still meeting the requirements of the TRA. As such, the two main updates for the 2024 Type 1 template are:

1. **The adaptive management section has been removed** as we do not anticipate that Initiatives/Impact Platforms will conduct a 'reflect' adaptive management process for the final year of this Portfolio.
2. Content **will include both 2024 results reporting, and summative results reporting for the period 2022-2024** (or the applicable timeframe for the Initiative/Impact Platform).
 - a. The TRA states that each reporting entity is required to submit a 3-year summative Type 1 report at the end of the business cycle, providing a comprehensive overview of the outcomes achieved. To reduce the overall workload, editorial efforts, while still fulfilling the Technical Reporting requirements, the 2024 Type 1 report and the 3-year summative report have been merged into one process and product.

Key updates to the 2024 template (compared to the 2023 template) are highlighted in **green** throughout. A [design mock-up](#) is available to view, which can help to visualize how the elements in the template will ultimately be displayed.

Photos for inclusion in the report can be submitted into the [designated Microsoft Teams folder](#) available for Initiative files. For photos, include captions and credits.

Submission deadline: Friday, 28 March 2025 to performanceandresults@cgiar.org. The Portfolio Performance Unit (PPU) will acknowledge receipt of your submission.

Reporting timeline information, a list of key reporting dates, and reporting guidance and support materials are available on the [Performance & Results \(P&R\) Hub](#). Please email performanceandresults@cgiar.org for further information.

¹ This template applies to the Nutrition Impact Platform, the Poverty Impact Platform, and the Environment and Biodiversity Impact Platform.

TEMPLATE

Section 000: Cover page

This section will be generated by PPU.

Please provide a high-resolution photo (and the photo credit and caption) for the cover.

- *Photos can be submitted into the [designated Microsoft Teams folder](#) available for Impact Platform files.*

Section 00: Copyright information, citation details, disclaimers and acknowledgements

This section will be generated by PPU.

Table of contents

This section will be generated by PPU.

Section 0: CGIAR Technical Reporting 2024

This section will be generated by PPU. It will include standard text on CGIAR Technical Reporting and a graphic.

Section 1: Fact sheet, executive summary and budget

Max length: 1.5 pages (including budget)

Suggested number of photos: 1-2

Fields	Instructions
Impact Platform name	
Director	
Start date	
End date	
Links to source documents (e.g. proposal, relevant System Council meeting documents) /website	
Executive summary (max. 750 words) <i>Use this section to provide a high-level overview of key achievements and messages for 2022-2024 (or the relevant timeframe), and any 2024 highlights, for the Impact Platform. Restrict this section to the most important key messages that you would like to communicate. The aim is for readers to get an overall picture of the Impact Platform report by consulting the fact sheet.</i>	

Budget

US\$	2022	2023	2024
Approved budget			

*Use the Anaplan Dashboard for 2022, 2023 and 2024 budgets: [Financial Planning and Analysis \(FP&A\) Dashboard \(sharepoint.com\)](#).

* Standard text will be provided for this table, and a Finance representative will verify the budget numbers before the report is finalized.

Section 2: Progress against the theory of change

Max length: 5 pages (Two-page Impact Platform theory of change diagram + 1,000-word narrative).

Suggested number of photos: 1-2

Header: Impact Platform-level theory of change diagram

Boilerplate text to be included above the diagram: This is a simple, linear, and static representation of a complex, non-linear, and dynamic reality. Feedback loops and connections between this and Initiatives' theories of change are excluded for clarity.

[INSERT THEORY OF CHANGE DIAGRAM] Each Impact Platform is expected to insert their TOC diagram here, using the latest version available in the TOC module, which can also be accessed through the Type 1 Report Elements module in the PRMS.

Example TOC diagram: [see mockup](#)

Header: Summary of progress against the theory of change

Provide narrative on Impact Platform progress against the Impact Platform theory of change for the past 3 years (or the relevant timeframe).

Use this section to provide a high-level overview of progress made by the Impact Platform against its theory of change over 3 years (or the relevant timeframe). It is encouraged to mention any specific 2024 highlights/notable aspects if relevant.

Section 3: Key function progress

Max length: 1 page per key function (0.5-page key function theory of change diagram + 500-word narrative per key function + 1 page for the key function progress rating).

Suggested number of photos: 2-3

Instructions:

- Provide a narrative summarizing key function progress made **over the past 3 years (or the relevant timeframe)**. It is encouraged to mention any specific 2024 highlights/notable aspects if relevant.
- Provide a summary key function **progress rating which provides a summative progress evaluation for the 3-year period (or the relevant timeframe)**.

Traffic light	Progress rating	Criteria
Green	On track	<ul style="list-style-type: none">- Progress largely aligned with the Plan of Results and Budget.- Can include small deviations/issues/delays/risks that did not jeopardize the success of the key function.
Yellow	Delayed	<ul style="list-style-type: none">- Progress slightly fell behind the Plan of Results and Budget in key areas.- Mention the deviations/issues/risks that delayed the success of the key function.
Red	Off track	<ul style="list-style-type: none">- Progress clearly fell behind the Plan of Results and Budget in most/all areas.- Mention the deviations/issues/delays/risks that affected the success of the key function.

- Ensure that the key function progress rating aligns with the narrative evidence of progress.

Header: Key function 1: Foster global critical thinking

- Provide narrative on progress against the key function.

Header: Key function 2: Develop CGIAR and partner capacity

- Provide narrative on progress against the key function. Include details on contribution to internal CGIAR practice change, and internal collaborations with Initiatives.
- Provide details on the type of Portfolio linkages, and in particular whether there is any dependency on, or influence over, any Initiatives.

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- Where relevant, also provide detail on whether these are linkages with W1 or W3/bilateral projects.

Header: Key function 3: Advise Portfolio-level management strategy

- Provide narrative on progress against the key function.

Header: Key function 4: Amplify external profile and pathways to impact

- Provide narrative on progress against the key function. Include details on linkages with external partners in results delivery.

Header: Key function progress rating

Select one rating and add rationale aligned with evidence. **Ensure that it covers the 3-year period, or relevant timeframe.**

Key function	Traffic light	Progress rating	Rationale
1	Green; Yellow; Red	On track; Delayed; Off track	Add text
2	Green; Yellow; Red	On track; Delayed; Off track	Add text
3	Green; Yellow; Red	On track; Delayed; Off track	Add text
4	Green; Yellow; Red	On track; Delayed; Off track	Add text

Section 4: Quantitative overview of key results

Max. 3 pages (of diagrams from the Type 1 report elements, from the Results Dashboard, or self-created diagrams from PRMS data; approx. 6-8 diagrams).

This section should present results for the whole 3-year period to provide a cumulative story of results over the 3 completed years (or the relevant timeframe). Some diagrams may present cumulative results, others may break down results for each year.

The graphs and diagrams provided through the Type 1 report elements module will each include standard descriptions and legends.

The Impact Platform **must** also include a one- to two-sentence caption explaining each diagram or graph.

As the Results Dashboard is constantly updated, the date the diagrams were extracted from the PRMS must be stated.

If you would like to include self-created diagrams/graphs, please add the files for these to the **same folder** where you can save the photos to be used in your formatted report: The [designated Microsoft Teams folder](#) for photos and graphs.

- Please ensure that the files for diagrams/graphs are **high-resolution**.
- Please provide **specific instructions** on how these should be displayed (what is the explanatory text; preferred order; date extracted etc.).

Boilerplate text to be added at the beginning of the section: This section provides an overview of results reported by the [Impact Platform name] from **2022 to 2024 (or the relevant timeframe)**. These results align with the CGIAR Results Framework and the [Impact Platform name's] theory of change. Further information on these results is available through the [CGIAR Results Dashboard](#).

The data used to create the graphics in this section were sourced from the CGIAR Results Dashboard on [DATE]. These results are accurate as of this date and may differ from information in previous Technical Reports. Such differences may be due to data updates throughout the reporting year, revisions to previously reported results, or updates to the theory of change.

Examples extracted from various 2023 annual Technical Reports: [see mockup](#)

Section 5: Key result story

Note: This section is optional.

Max length: 2 pages

The key result story can focus on a 2024 result, or can be a summative story that includes results from previous years and a 2024 highlight.

Note: Information for two sections will be generated through the PRMS for inclusion: 1) geographic scope, and 2) contributors. Links to Impact Areas are no longer generated by the PRMS and must be entered manually in this template in the appropriate section below.

Guidance:

Key results stories are inspiring success stories with visuals that will help us to communicate the outcomes and impacts of CGIAR Research Initiatives/Impact Platforms/Science Group Projects to our Funders, partners and others. With these stories we want to convey information that our stakeholders care about and understand.

Some general guidelines:

- *Language: Refer to the [CGIAR Quick style guide](#) (Feb 2024).*
- *Style: Aimed at an intelligent reader, without presuming specialist knowledge (so any acronyms need to be spelt out the first time they are used).*
- *Content: Engaging and flows towards a clear conclusion. Short sentences using the active voice where possible. A good lead-in to the article is very important (try to get a summary of the story into the first couple of sentences). Stick to the facts and provide evidence/data to frame the challenge and/or end results.*
- *Length: Each key result story should be no longer than two pages (800 words max.).*

What constitutes a key result story?

- *The result must have been achieved in 2024 and reported in the PRMS Reporting Tool.*
- *The result must have been generated by an Impact Platform (together with other Impact Platforms/Initiatives/SGPs if relevant), but can build off of pre-Initiative work (for instance, CRP or Platform work).*
- *The result should be an outcome or an impact.*

What CAN be reported as a key result story

Outcome

*A change in knowledge, skills, attitudes and/or relationships, manifest as a change in behavior, to which research outputs and related activities **have contributed**.*

Impact

A **long-term effect**, a change induced by a development action to which research outputs and activities have contributed.

Impacts can be of various types (economic, social, environmental, political, etc.) and are measured by indicators.

Impacts are **what persist even after the project has ended**.

What **CANNOT** be reported as a key result story

Individual/family/small sample story (e.g., success story, blog)

People attending a training program (e.g., training 1,500 people on a technology)

Uptake of results to design further research work

Widespread media uptake and downloads of articles (e.g., views, downloads, coverage)

Section: **Title** (6-8 words max.)

The title should be informative, simple, short, jargon-free, and have impact.

Section: **Standfirst** (summary) (20 words max.)

The standfirst should summarize the outcome or impact at the center of the story, and include action verbs that bring the story to life by referring to:

- What research or innovation has led to the outcome/impact
- The nature of the outcome/impact
- Who has benefitted from it (with beneficiary groups/scale and quantitative measure)
- The geographic scope (if it is at the sub-national level, the country should be specified)

Examples of good standfirsts...	... which clearly indicate the following:	
Rice field fisheries are netting nutrition gains for over 124,876 people in Cambodia	Research/Innovation	Rice field fisheries
	Outcome/Impact	Nutrition gains
	Beneficiaries	124,876 people
	Geographic scope	Cambodia
Sixty-two percent of potato farmers adopt improved potato varieties in Peru, contributing to better nutrition for 500,000 people	Research/Innovation	Improved potato varieties
	Outcome/Impact	High adoption rate (outcome) contributes to better nutrition (impact)
	Beneficiaries	500,000 people
	Geographic scope	Peru

Section: **Main photo**

Please provide the link to the best high-quality photo that can be used to illustrate the story.

URL:

Photo credit:

Caption:

Section: **Short outcome/impact statement** (80 words max.)

The “short outcome/impact statement” needs to be a succinct, clear, and accurate statement of 2–3 sentences, to make the outcome or impact clear to readers. It should contain the same elements as the title, with the addition of some context on why the outcome/impact is important, and information on the partners involved.

Examples of good short outcome/impact statements	These are good statements as they clearly indicate the following:	
<p>Caprine pleuro-pneumonia is a contagious transboundary disease threatening the health of sheep and goats in Africa and Asia. The CGIAR Research Programs on Livestock, and Fish developed a rapid, inexpensive field diagnostic tool, which is a prerequisite to controlling the disease and improving the livelihoods of thousands of livestock farmers. The tool includes a simple read-out device, is powered by a car battery and produces a diagnosis in less than 45 minutes. The next step is commercial development.</p>	Context	A contagious transboundary disease threatening the health of sheep and goats
	Partners	CGIAR Research Programs on Livestock, and Fish
	Research/innovation	A rapid, inexpensive field diagnostic tool
	Outcome/impact	A prerequisite for controlling the disease
	Beneficiaries	Thousands of livestock farmers
	Geographic scope	Africa and Asia
<p>New Delhi’s 19 million inhabitants suffer from a noxious haze generated in part by the yearly burning of more than 30 million tons of rice straw from harvests in neighboring states. Farmers deploying zero tillage, a sustainable agricultural technique to sow wheat in rice-wheat rotations, are helping to reduce the smog. Zero tillage is now practiced on 1.8 million hectares in India. This successful technology builds on decades of work led by CIMMYT and national partners in South Asia.</p>	Context	Urban residents suffer from smoke from rice straw burning
	Partners	CIMMYT, national partners in South Asia
	Research/innovation	Zero tillage technique
	Outcome/impact	Reduced smog for urban residents following use across 1.8 million hectares
	Beneficiaries	19 million people
	Geographic scope	New Delhi

Section: **Key result story main text** (600 words max.)

This text should be an elaboration of your outcome or impact statement, and include:

- 1) Short description of the **challenge** that we are trying to address (current situation)

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- 2) **Objective** of CGIAR's intervention (future destination, intended outcome/impact)
- 3) **Solutions** CGIAR co-developed (**innovations, findings or other results**) with stakeholders to fill the gap between current situation and future destination, which resulted in the outcome or impact.
- 4) Description of the **users/beneficiaries** of the CGIAR research/innovation and how the research/innovation was used or produced its benefits. If possible, differentiate between the use/benefits for types of users/beneficiaries, for example by gender, youth, wealth, ethnic group, etc. Also share any quantitative counts or estimates of people, hectares or other appropriate unit, if available.
- 5) Spell out any **important activities** that were conducted to link the innovation to the outcome (e.g., "a major dissemination campaign was conducted, in which ..."; "a science-policy workshop was conducted, attended by ...").

Section: **Quote** (50 words max.)

Please provide a quote from a speaker of your choice of 50 words that can be used to illustrate the importance of the key result. Affiliations should be fully spelled out; acronyms can be used for CGIAR entities.

Quote:

Speaker (name, title and affiliation):

Section: **Links to Impact Areas**

Primary Impact Area*:

Other relevant Impact Area(s):

Section: **Geographic scope** (generated from the PRMS)

Region(s)*:

Country/ies*:

**Generated from the PRMS. If the KRS is based on more than one result, compile the full list of regions and countries (removing duplicates) for all results involved.*

Section: **Key contributors** (generated from the PRMS)

Contributing Initiative(s)*:

Contributing Center(s)*:

Contributing external partner(s) (full names)*:

**Generated from the PRMS. If the KRS is based on more than one result, compile the full list of contributors of each type (removing duplicates) for all results involved.*

Section: *Previous key results stories*

Add links to 2022 and 2023 key results stories:

KRS title with hyperlink

KRS title with hyperlink

Etc.

Note: The following information is not displayed in the final formatted version of the Type 1 report.

Section: Learn more – for web version

Please provide links to any other relevant illustrative materials, such as videos, infographics, blogs, press releases, as available.

Type:

URL:

Title:

Section: Result title as entered in PRMS – for internal use

Title of the result used for the key result story, as entered in the PRMS.

Result title:

Section: Existing communications materials – for internal use

If this key results story has already been written up and is publicly available (in a blog or news release, on a website, etc.), please provide links to this existing material. This is for internal use only.

URL:

URL:

URL:

Section: Contact persons – for internal use

Indicate name, position, Initiative, Center, and email of:

- 1. The person to whom any technical questions can be addressed. This should be a lead researcher or someone able to discuss the technical aspects of the innovation, outcome, and evidence.*
- 2. The person to whom any communications questions can be addressed. This should be the Initiative Liaison/Coordinator, the Communications and Outreach Initiative Communications Officer, or someone else able to provide additional communications material and answer related questions.*

Technical contact point

Name:

Role:
Center:
Email:

Communications contact point

Name:
Role:
Center:
Email: